State Universities Civil Service System

Council of Councils Meeting
October 5, 2007

Agenda

- **System Office Mission**
- **Class Specification / Examination Updates**
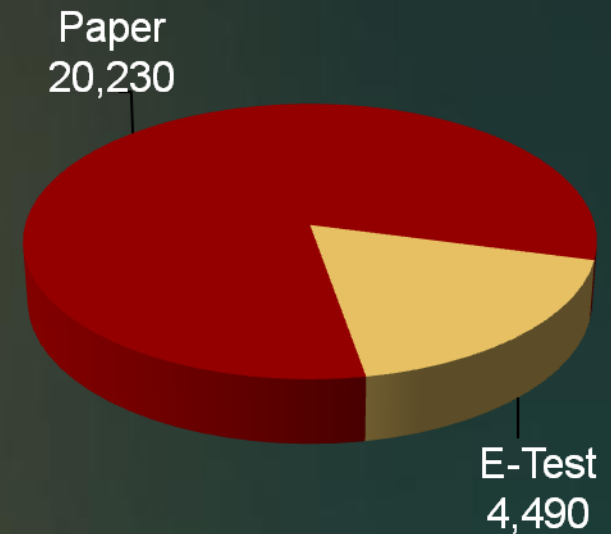- **E-Test**
- **C-JASI**
- **Website**

Mission

The State Universities Civil Service System strives to champion excellence in education and auxiliary programs by providing a comprehensive foundation of human resource practices and standards that facilitate the recruitment, retention, and development of a quality staff, in support of the teaching and research mission of each university and affiliated agency. We are committed to providing an environment of equal opportunity and access to all services and thereby establishing a foundation for each university/agency to fulfill their mission and each individual to reach their potential. We endeavor to build a quality of life that sets the standard for the nation.

Class Specification/Examination Statistics

Fiscal Year 2007

- **Examinations Completed**
  - **Total: 24,720**
    - **Paper : 20,230**
    - **E-Test : 4,490**

  - **Average Score: 83.4**

  - **Passing Rate: 86%**

  - **Typing Tests: 2,575**

  - **Pre-Tests: 403**
    - **Secretary Pre-Tests (FY 2008): 264**

Paper
20,230

E-Test
4,490

Class Specification/Examination Update

- **Currently converting Knowledge Examinations and Education and Experience Examinations to E-Test**

  - **Minimal Changes to Class Specification**
  - **Changes to Examination Content**
    - **Void Employment Registers**

Knowledge Test Conversion Chart

Classification/Occupational Area	Projected Pretest Date	Projected Effective Date	Other Considerations
Secretary Series	Jul/Aug 2007	Dec/Jan 2008	
Plumber Series	Aug 2007	Nov/Dec 2007	
Accountant Series	Sep 2007	Dec/Jan 2008	
Power Plant Series	Sep 2007	Nov/Dec 2007	Entry Level Only
Water Station Operator	Oct 2007	Dec/Jan 2008	
Police Series			Currently conducting C-JASI
Medical Assistant			Analyzing C-JASI results
Account Technician Series			Pending
Customer Service Representative Series			Pending

Education & Experience Conversion Chart

Classification/Occupational Area	Projected Pre-Test Date	Projected Effective Date	Other Considerations
Professional Nursing Series	Sep 2007	Nov/Dec 2007	
Licensed Practical Nurse Series	Sep 2007	Nov/Dec 2007	
Clinic Nurse Series	Oct 2007	Nov/Dec 2007	
Clinical Nursing Consultant	Oct 2007	Nov/Dec 2007	
Certified Clinic Nurse	Oct 2007	Dec 2007	
Research Nurse	Nov 2007	Dec/Jan 2008	
Psychiatric/Mental Health Nurse	Nov 2007	Dec/Jan 2008	
Ethanol Plant Research Series			Reviewing Class Structure

E-Test Update

- **Number of Exams Given** (including pre-tests): **8,793**
    - **Library Series: 2,487**
    - **Building Service Worker: 2,415**
    - **Electrician Series: 566**
    - **Food Service Sanitation Series: 583**

- **Typing Tests: 3,392**

- **Current Classifications in E-Test: 81**
    - **Currently being pre-tested: 33**

- **In FY 2007, 18.2% of all tests were administered through E-Test.**

E-Test: Work Context Characteristics

- **Rating Scales**
  - **Orderliness**
  - **Achievement Striving**
  - **Self-discipline**

E-Test: Work Context Characteristics

- **Scale**
  - **Very Inaccurate**
  - **Inaccurate**
  - **Neither Inaccurate nor Accurate**
  - **Moderately Accurate**
  - **Very Accurate**

- **Sample Questions**
  - **I am careful to avoid making mistakes.**
  - **I am not bothered by disorder.**
  - **I set high standards for myself and others.**

C-JASI

- **Computerized Job Analysis Survey Instrument**

- **Developed to assist in class plan management**

- **Collects job data information from incumbents and supervisors**

- **Information used to revise specifications and define skill sets for exams**

- **Provides more timely and efficient business process consistent with current 'best practice' concepts**

C-JASI: Example

You selected the task...

» Record facts to prepare reports that document incidents and activities.

How important is this task? Extremely Important ▼

How often is this task performed? Once a Day ▼

Please rate the importance of the following skills in the completion of the above listed task.

Skills	Importance
English Language Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.	Extremely Important ▼
Reading Comprehension Understanding written sentences and paragraphs in work related documents.	Important ▼
Clerical Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.	Moderately Important ▼
Judgment and Decision Making Considering the relative costs and benefits of potential actions to choose the most appropriate one.	Unimportant ▼
Inductive Reasoning The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).	Extremely Unimportant ▼
Deductive Reasoning The ability to apply general rules to specific problems to produce answers that make sense.	Not Applicable ▼
Problem Sensitivity The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.	▼
Flexibility of Closure The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.	▼
Negotiation Bringing others together and trying to reconcile differences.	▼
Persuasion Persuading others to change their minds or behavior.	▼
Social Perceptiveness Being aware of others' reactions and understanding why they react as they do.	▼

C-JASI: Statistics

Classification	Surveys Completed	Total Surveys	Completion Percentage
Admissions/Records Officer I	85	125	68.0%
Admissions/Records Officer II	103	150	68.7%
Admissions/Records Officer III	47	67	70.1%
Assistant Chief Utility Plant Operating Engineer	5	5	100.0%
Medical Assistant	86	202	42.6%
Nursing Consultant II	52	56	92.9%
Utility Plant Operating Engineer	22	24	91.7%
Utility Plant Trainee	4	4	100.0%
Water Station Operator	15	18	83.3%
Totals	**419**	**651**	**64.4%**

Employment/Test Preparation Information

- **Why Take a Test?**
- **How to Take a Written Test**
- **What's on the Test**
  - **Example**
- **Test Help**
  - **Test Anxiety Tips**
  - **Test Preparation Tips**

- **Study Guides**
  - **Practice Typing Test**
    - **Accessed 33,947 times in 11 month period since release**
  - **Practice E-Test**
    - **248,370 practiced questions**

Website

Usage (3 Month Average)

	Visitors	Pages
2005	21,218	92,578
2006	20,913	143,503
2007	30,035	409,142

New Features
- **Expanded Legal Section**
  - **Legislative Bill Tracker**

- **Expanded Audit Section**
  - **Templates**
  - **Request Materials**
  - **Survey**

- **Enhanced Universities/Agencies page**

- **Searchable Salary Range Report**

Questions/Comments?

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